



## **Library Commission Handbook**

# **2014–2015**

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## **Powers and Duties of the Library Commission**

“The Library Commission shall act in an advisory capacity to the Councils of Los Altos and Los Altos Hills in all matters pertaining to the City libraries, shall cooperate with other governmental agencies and civic groups in the promotion of adequate and efficient library service to the community with prior approval of and at the direction of the City Council, shall make budget recommendations to the Councils with regard to the libraries and shall submit an annual report to both Councils.

The Library Commission is an advisory body charged with the responsibility of being a liaison group between the City Councils of Los Altos and the Town of Los Altos Hills. The Library Commission is also advisory to the North County Library Authority and advises the administrative staff of the County Library. The Commission consists of seven members, two of which are appointed by the Los Altos Hills City Council.”  
(Los Altos Commission & Committee Handbook, April 24, 2012)

## **Recent Accomplishments of the Commission**

**Prioritization Report:** The Prioritization Report was finished in 2010 and was included in the Annual Report to Los Altos City Council. In early 2010 the Commission created a subcommittee to work on one of its goals for the year, namely to develop a list of projects for the Los Altos Library designed to maintain and improve its offerings to the community. This subcommittee became known as the Prioritization Subcommittee. It developed a work plan, solicited input from the community and the library staff, considered the suggestions and selected nine suggestions that it considered most worthwhile. The selected suggestions and the rationale for them are described in the report the subcommittee gave to the Commission at its September 2011 meeting. Finding adequate parking and alleviating the hectic traffic flow was the number one priority. In addition, the Prioritization Report noted the long-term need for a new library.

**Traffic Study:** The 2011 Traffic Study was aimed at making the parking and traffic circulation safer at the Los Altos Library. From the Annual Report: “A subcommittee of the Commissioners spent many hours observing and documenting the major traffic risks near the library and drafted a report on their observations with some suggestions as to possible improvements. The Commission submitted the report to the City Council and the Traffic Commission. As a result of that report, a stop sign has been added at a three-way intersection and speed-limit signs have been ordered for the roadway in front of the main library building. In addition, the City Council went beyond the traffic subcommittee’s specific suggestions and hired an engineer to address the problems pointed out by the Commission. In February 2012 the City Council approved modifications to the roadway and parking area in front of the Main Library that address almost all of the Commission’s concerns. Funding has not yet been approved for the project.

**Space Needs Study:** Three groups were involved in the Los Altos Library Space Needs Assessment Study, published in 2008. At its April, 2007 meeting, the Library Commission voted to ask the NCLA (North County Library Authority) to fund the space needs assessment for the Los Altos Library. (At that time, the Library Commission was holding community meetings aimed at expanding the library.) Both the Los Altos Library Endowment and NCLA funded the study; the Library Commission issued the RFP. A sub-committee of three Library Commissioners, one NCLA representative and one Los Altos Library Endowment Director hired the consultant, Page & Morris. The findings of the Space Needs Study were incorporated into the Master Plan adopted by the City Council in 2009.

**Woodland:** At the request of the Los Altos City Council in March, 2007, the Library Commission submitted a list of repairs needed by the Woodland branch. Woodland’s needs included new siding, replacement of its sewer lines, and re-striping of its parking lot; its needs were incorporated in the City’s Capital Improvement Plan. The newly renovated Woodland Library opened March 22, 2010.

**Master Plan:** The 2008 Chair, Nancy Tucker, was appointed to the Master Plan Advisory Committee; she participated in discussions and informed the library commission of progress and deliberations. Library Commission members also attended many of the meetings.

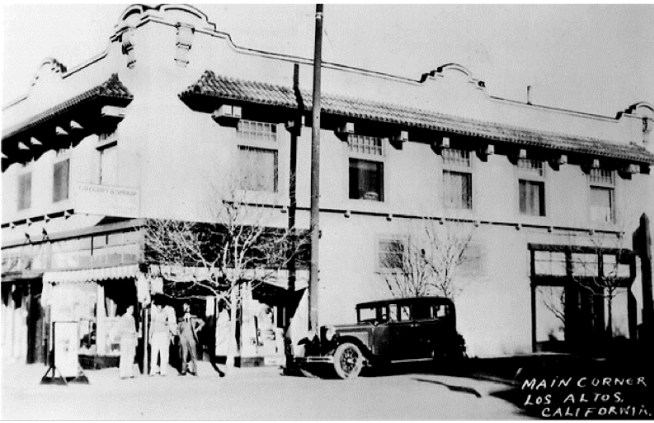
## Library Commissioners for the Last 10 Years

Former Commissioners	Present Commissioners
Jim Thurber	Darwin Poulos
Julie Iskow	Kishen Bhagavan
Barbara Lampartir (LAH)	Enid Davis
Sergio Buseti	David Struthers (LAH)
Karen Talke Quinn	Judie Suelzle (Unincorporated)
Lenelle Smith	Cathie Perga (LAH)
Nancy Tucker	Cindy Hill
John Gerich	
Bob Johnson (LAH)	
Jim Lai (LAH)	

## Santa Clara County Library District--Library Commission Meetings

LIBRARY	FREQUENCY	DAY OF WEEK	TIME	ADRESS/WEB LINK
Campbell	Monthly	2 <sup>nd</sup>	7:30 P	City Hall Chamber; 70 N. 1
Cupertino	Monthly	1 <sup>st</sup>	7:00 P	City Hall room 100
Gilroy	Monthly	2 <sup>nd</sup>	7:00 P	Gilroy Library; 350 W. Sixth Street
Milpitas	Every Other Month	Varies	7:00 P	Milpitas Library Conference Room; 160 N. Main St.
Morgan Hill	Odd Numbered Months	2 <sup>nd</sup>	7:00 P	Morgan Hill Library
Saratoga	Every Other Month	4 <sup>th</sup>	4:00 P	<a href="http://www.saratoga.ca.us/cityhall/comms/library/default.asp">www.saratoga.ca.us/cityhall/comms/library/default.asp</a>
Los Altos	Monthly	1 <sup>st</sup>	5:30 P	Library Community Room

## History of the Los Altos Community Library

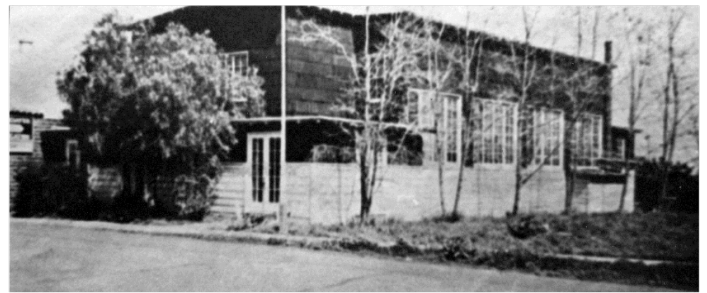


Copeland Building

Los Altos was a sleepy village in July of 1914, but the residents did love to read. C. E. Minor, a Los Altos land agent, made the county a proposal it couldn't turn down. For \$5 a month, he would open and run a library with 50 books in his land office at First and Main streets. Thus on July 25<sup>th</sup> was born the first branch of the County Library. In the next few years the library was housed in various locations including the Copeland Building, Shoup Building, and the Scout Hall. By 1921 the books had increased to 500 and the paycheck to \$10 a month and Jessie Landels became the Los Altos Librarian. Jessie and, later, her husband, Rev. Thomas Landels, were the librarians until 1944.



Shoup Building c1910

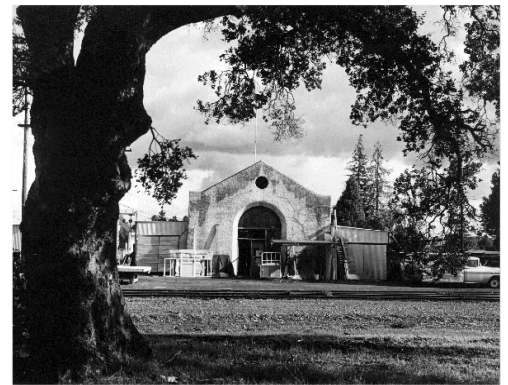


Scout Hall 1940s - Built in 1922

Feeling growing pains, in 1934 the library looked at the Southern Pacific Power House, an ivy covered building on First Street that had been vacant for several years. Paul and Guy Shoup rallied a group of Los Altans, who provided paint and materials while the W.P.A. furnished the labor, and the old power house was transformed into a library. This building was leased from the Southern Pacific Railroad for \$1 per year until 1957



Jessi Landels First Librarian



Southern Pacific Power House 1940s

In 1956 a group of girl scouts asked the Mayor to study library needs. As a result of the mayor's recommendations, residents formed the Friends of the Library. Voters also passed the first of four successful library measures. In 1964 the library was built on the present Civic Center site, and in 1975 bonds were passed for expansion of the Main Library and construction of Woodland Library in south Los Altos.

By the early 1980's state and county budgetary constraints had led to reduction of hours and service at both libraries. In 1985 the cities of Los Altos and Los Altos Hills formed the North County Library Authority and passed a 5-year tax for restoring library services.

In 1990 the citizens of Los Altos and Los Altos Hills voted again: With an overwhelming 74% "yes," they extended the tax to supplement the county budget services and hours and also to double the size of the Main Library.

In 2010 Los Altos/Los Altos Hills voters passed an NCLA parcel tax of \$76 with a 77.62% "yes" vote to continue to support extended hours at the library. This tax has a life time of 20 years.

As of July 1, 2014 the Los Altos Library has 253,758 volumes in its collection and Woodland Library contains 41,486 volumes. (Santa Clara County Library Information Sheet, Fiscal Year 2014-15) The citizens of Los Altos and Los Altos Hills obviously still love to read, as did those in 1914, and they still vigorously support their libraries.

## **Governance of the Santa Clara County Library District**

The Santa Clara County Library District Joint Powers Authority Board (JPA) sets the standards, policies, and procedures for the library, including minimum levels of service. It also approves the District's budget. The cities of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill, and Saratoga signed the amended agreement with Santa Clara County in 2001. The 38-page agreement is available on the library's website: [http://www.sccl.org/sites/default/files/uploads/about/JPA/amended\\_and\\_restated\\_joint\\_exercise\\_of\\_powers\\_agreement.pdf](http://www.sccl.org/sites/default/files/uploads/about/JPA/amended_and_restated_joint_exercise_of_powers_agreement.pdf) (Navigation: Library home page > About > Administration > Governance)

The County Librarian is appointed by and reports to the Santa Clara County Executive as well as the Governing Board. (Nancy Howe was appointed County Librarian in 2012. Judith Gregg is the Community Librarian for Los Altos) The JPA meets at least four times a year.

## **Library Support Groups**

### **Friends of the Los Altos Library:**

The Friends of the Los Altos Library and Community (FOL) is a non-profit organization that coordinates book donation and sales to provide financial assistance to the Los Altos Libraries (Main and Woodland). Book donations are sorted and priced every Thursday morning in Room 7 (FOL "nerve center") at Hillview Community Center. Book sales are organized every 3 to 4 months, and are held at Hillview Community Center. Moreover, books are sold at the libraries via "ongoing sales" as well as the "book cart" (Main only). Selected books are also sold through the FOL Amazon Account. FOL also staffs and maintains the Friends Café in the lobby of the Main Library. Funds raised go to support library programs, materials, and projects. Currently FOL contributes over \$100,000 per year to the Library. Commissioners are encouraged to join and participate in the activities of the Friends of the Library.

The 2013-14 FOL Board is as follows:

President: Ginger Summit

Vice-President: David Struthers

Treasurer: Elayne Dauber

Secretary: Shar Thorson

Book Sales: Gen Deppong

Membership: Darwin Poulos

Directors-at-Large: Larry Condit, Diane Schmitt, Vicki Haukom

### **History of the Friends of the Los Altos Library**

The Friends of the Library began in early 1958 when the new Los Altos Library was in dire need of books to fill its shelves. Many people responded by donating books but not all of the books were sturdy enough or of sufficient general interest for library circulation. When the county started stocking the library at a more satisfactory level, the FOL offered to hold a sale of the books that were not suitable for library use. There was some initial concern that people would be upset to learn that books they had donated to the library were being sold, and would stop donating. However, that was not the case. Instead people began donating books in increasing numbers, knowing they were supporting the library. The first book sale was held at Rancho Shopping Center and grossed a whopping \$146 for the library. As donations and sales grew, so did the need adequate storage and manpower.

For several years, FOL stored book donations in garages or at the headquarters of the County Library; they also recruited family members to help with the sorting and selling of books. They held the sales at various locations around town, including parking lots, orchards, vacant buildings, etc. Eventually, the FOL found a relatively permanent home at the Hillview Recreation Center for the book sales as well as the sorting and storage of books between sales. As the number of donated books has increased, FOL has also increased the number of sales per year. In 2011 FOL held four sales. In May 2008 FOL celebrated the 50<sup>th</sup> anniversary of the first book sale and, also, celebrated having raised a total of over \$2,000,000 for the library since its inception. In 2012 the Friends of the Los Altos Library had over 600 members.

## **Los Altos Library Endowment**

The Los Altos Library Endowment's origins reflect the strong desire of our community to maintain a library that meets the needs of everyone.

A major funding campaign was conducted in the mid-1990s by the Vision 21 Committee with the support of the Friends of the Library. The campaign's aim was to improve the Los Altos Library's balance between traditional literature and timely scientific, medical, and technological materials. The success of that campaign, augmented by a generous gift from the Friends of the Library, provided initial endowment capital.

The largest donation that the Endowment has received was from Virginia Whipple (a long time library volunteer) of \$2.8 million in 2004. After a lengthy mediation that ended in late 2005, these funds were divided between the Endowment and the Santa Clara County Library District Joint Powers Authority, which received \$1.6 million and \$1.2 million respectively. The funds held by the JPA are restricted, and to be used to support the Los Altos Libraries.

The Endowment's primary commitment has been to sustain the added support for the library's Science and Technology resources begun by the Vision 21 campaign. Thanks to the Endowment, the level of additional funding for acquisitions and maintenance in this area has remained unchanged (\$21,000 per year) for over a decade.

The mission of the Los Altos Library Endowment is to help sustain and increase financial support for the library's services, collections, equipment, facilities, and programs. The endowment supplements public funding and complements the Friends of the Library in their fundraising activities. While investment income is expected to add to principal over time, it is community gifts from individuals, families, and groups to the Endowment that will accelerate growth and help ensure that the library flourishes. No salaries are paid to the Endowment's personnel.

The current Endowment Board Members are:

President: Lenelle Smith

Vice-President: Ed Miller

Treasurer: Dick Duhring

Secretary: Meg Gerstner

Directors-at-Large: Jim Lai, Kent Peterson, Mary Popek, Bob Simon, Judie Suelzle

## **North County Library Authority**

The North County Library Authority (NCLA) was formed by a Joint Powers Agreement between the City of Los Altos and the Town of Los Altos Hills to "plan, support, acquire, maintain and operate programs and facilities for the extension of public library services for the benefit of the inhabitants" of Los Altos and Los Altos Hills. It is governed by a board consisting of two appointees from each member city and one member appointed by the Los Altos Library Commission.

The North County Library Authority administers the \$76 parcel tax that was enacted with the passage of Measure L in 2010. The NCLA funds are used to purchase materials for the Los Altos Libraries. More importantly, the NCLA funds 31 additional hours that the Los Altos Libraries are open to serve the public.

Current Membership is as follows:

Jan Pepper, Los Altos

Megan Satterlee: Los Altos (Vice President)

Courtney Corrigan, Los Altos Hills (Secretary)

Jim Lai, Los Altos Hills

Lenelle Smith, Library Commission (President)

City of Los Altos Liaison

## County Library District Funding

The Santa Clara County Library District is composed of seven libraries in the cities of Milpitas, Gilroy, Morgan Hill, Saratoga (Monte Sereno is included in this service area), Campbell, Cupertino and Los Altos (Los Altos Hills is included in this service area). Woodland Library is a branch of the Los Altos Library. Central Services are provided at the headquarters location, currently in Los Gatos. A new headquarters location is under construction and is scheduled to open in 2013. Daily operations of the District are directed by a Deputy County Librarian, Community Librarian or designated supervisor. In accord with the Santa Clara County Library Joint Powers Authority Agreement, the salaries and benefits of these employees are determined by the County of Santa Clara's labor agreements. The majority of Santa Clara County Library employees belong to two separate labor organizations which each have agreements with the County: Service Employees International Union Local 521 and County Employee Management Association. In addition, salaries and benefits for executive managers (of which the Library has four) are established by the Board of Supervisors in the Executive Management Salary Master Ordinance.

### Financial Overview

**Property Tax:** Property taxes pay for more than seventy-four percent of the cost to operate the County Library system. The Santa Clara County Library District is a special district and is entitled to receive a small designated portion of the property tax paid by all property owners in the county unincorporated areas and the nine cities within the Library District's service area. This portion is legally defined in state law and calculated by the County Controller's Office. **Property owners outside the district's service area do not pay taxes to the Santa Clara County Library District.**

**Parcel Tax:** In addition to the property tax, property within the district is also assessed for enhanced service through a Community Facilities District (CFD), composed of approximately 119,000 parcels. Voters approved the CFD parcel tax in 2005 with a 72% mandate. In August of 2013 voters approved Measure A which continued the Community Facilities District tax for 20 years. Measure A passed with an 81% approval. The assessment is required to partially replace revenues lost by the district when the State Legislature shifted more than 43% of the district's property tax to support a state budget shortfall in 1992 and 1993.

About 18% of the District's revenue comes currently from the \$33.66 CFD parcel tax for a single family home. The tax is levied on all parcels, not just residential, and the rate is based on the type of use: single family, multi-family, retail, non-retail commercial or vacant land. While relying on locally generated property taxes and the CFD parcel tax for more than 90% of its revenue, the remaining amount comes from the state, fines, interest income, contributions, cities and the North County Library Authority (NCLA).

**Fines and Fees:** Fines and fees paid by library borrowers account for about 3% of all district revenue. In 2011, the JPA instituted an \$80 annual fee for a library card if the applicant lived outside the County Library District. This fee is currently charged because the state will no longer reimburse libraries for lending materials to nonresidents, as it has done since 1988. At its June 2014 meeting the Joint Powers Authority appointed a committee of three to revisit the \$80 nonresident fee to evaluate its appropriateness.

**Local Funding:** Some cities have chosen to enhance local service by providing supplementary funding to support extended hours of operation; currently only Cupertino pays for such extended service. Two cities, Los Altos and Los Altos Hills, have established a joint powers authority (NCLA), with voter approval, to provide additional library service. The citizens of Los Altos and Los Altos Hills passed a \$76.00 per parcel tax in 2010; it will expire in 20 years. Cupertino contributes from its city's general fund.

**Gifts:** Importantly, the Los Altos libraries receive many gifts of money, equipment, books, and time from Friends of the Library, corporations, and individuals. For the entire District cash contributions usually exceeds \$400,000 annually and reflect the community's generous support and commitment to the library.

# **Santa Clara County Library System Funding Methodology**

## **Introduction**

The Santa Clara County Library District was established as a department of the County of Santa Clara, supported by a property tax levied by the Board of Supervisors in 1914. As a result of the passage of Proposition 13 in 1978, the district's revenues dropped by half. Cities with libraries that were members of the Santa Clara County Library District took particular interest in the allocation methodology used to distribute revenues to each library. In 1980 the Board of Supervisor's directed the County Executive and the County Librarian to meet with city managers to develop a funding plan. The result was the Library Funding Formula, based equally on three criteria: assessed valuation, population, and circulation.

On April 18, 1994, nine member cities entered into an agreement with the county to form a Joint Powers Authority (JPA) to manage the libraries. The agreement states: "The County Librarian and all library personnel shall continue to be employed by the County of Santa Clara and subject to the County's labor agreements and personnel rules." In addition, the Board of Supervisors delegated the authority for fiscal and policy decisions regarding the libraries to the JPA Board. The 1994 Agreement also incorporated the 1980 Library Funding Formula. The member cities and the County entered into an amended and restated JPA agreement on August 9, 2001. In 2011, the JPA Board initiated an investigation of the fairness of the Library Funding Formula. After an extensive review, the JPA Board voted to keep the current formula and to reassess it again in five years.

## **Developing the Annual Budget: Administration Process**

### **Personnel Budget:**

- **Step 1:** The total available revenue from all sources for the upcoming fiscal year is identified
- **Step 2:** The overall personnel budget allocation for the upcoming fiscal year is developed by the library administration
- **Step 3:** The funds required for central services to support all county libraries are allocated.
- **Step 4:** Per section 4.5 of the 2001 Amended and Restated JPA agreement, the staffing allocations for minimum service levels for each library, commonly referred to as the "*platform*," are assigned. Minimum service levels have been set at 30 hours per week. For Los Altos, the minimum service level is 50 hours per week including the Woodland Library.
- **Step 5:** Any dedicated revenue from city governments or other local entities is assigned to the specific library for which it is intended.
- **Step 6:** Community Facilities District (CFD) revenues are returned to source with each library receiving 100% of the special taxes paid by the residents of the corresponding city or cities. For example, the Los Altos Library receives revenues from both Los Altos and Los Altos Hills and the Saratoga Library receives revenues from both Saratoga and Monte Sereno.
- **Step 7:** Unincorporated Community Facilities District revenues are distributed according to the funding formula described in Step 8. Before the formula is applied, the cost of operating the Bookmobile is deducted from the CFD revenue collected from the unincorporated areas. This reduces the amount distributed to the local libraries by the formula described in Step 8.

- **Step 8:** Certain amounts of the revenue to the County library system are distributed to the seven service areas based upon a “formula” which was designed many years ago by the governments of the cities involved. It was decided that the three main criteria for making a decision on how the money was to be divided were the population, the assessed value of property and the circulation of materials. These criteria were to be considered of equal importance. The following is a description of how the “formula” has been applied in the 2014-2015 budget:

- Circulation** total from the most recently completed calendar year.
- Assessed Valuation** of properties in each community and the unincorporated area assigned to each library.
- Population** according to the most recent available data from the California Department of Finance.

For Los Altos Library the percentage share was calculated in the following way for the 2014-2015 Budget:

	<b>Circulation</b>	<b>Assessed Valuation</b>	<b>Population</b>
<b>Entire System</b>	9,265,116	\$80,791,247,131	365,457
<b>Los Altos/Los Altos Hills</b>	1,434,363	\$16,039,627,884	42,317
<b>Percentage</b>	15.481%	22.329%	11.579%

Los Altos Library formula share equals  $(15.481\% + 22.329\% + 11.579\%)$  divided by 3 equals 16.46%

- **Step 9:** Any remaining revenues for personnel are distributed according to the funding formula.

## **Books and Materials Budget:**

- **Step 1:** The overall books and materials budget allocation for the upcoming fiscal year is developed by Library Administration.
- **Step 2:** The funds required for books and materials to support the entire Santa Clara County Library District service area (including the Bookmobiles, the reading Program and Headquarters) are allocated.
- **Step 3:** Any dedicated revenue from city governments or other local entities is assigned to the specific library for which it is intended.
- **Step 4:** Community Facilities District revenues are returned to source, with each community receiving 100% of the special taxes that its residents paid.
- **Step 5:** Unincorporated Community Facilities District revenues are distributed according to the funding formula.
- **Step 6:** Any remaining revenues for books and materials are distributed according to the funding formula

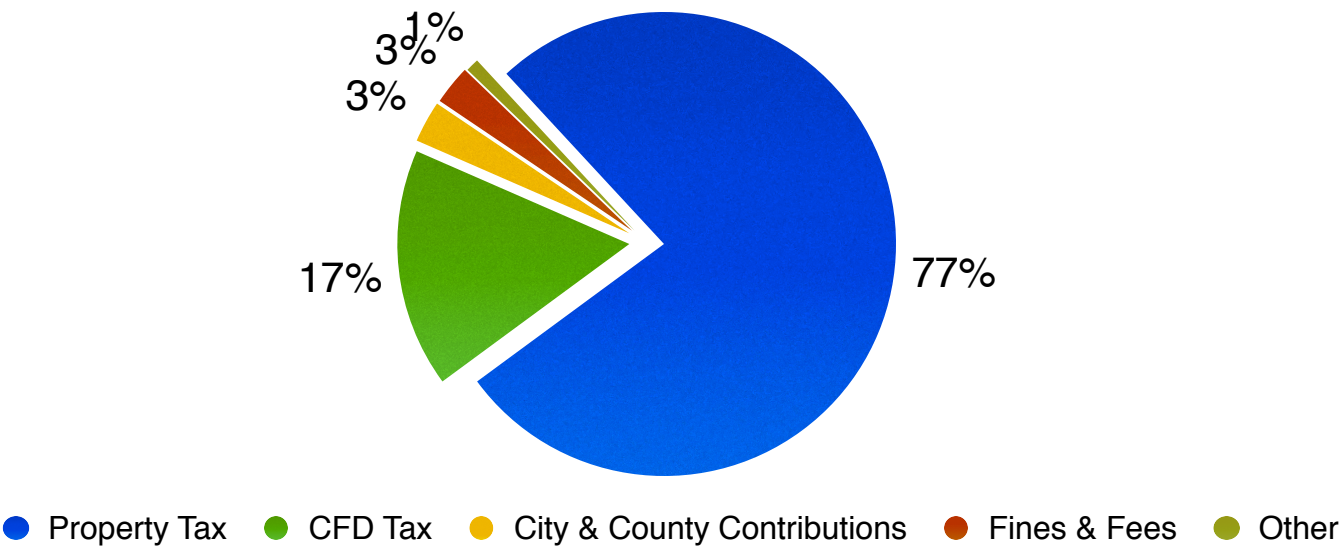
## County Library Revenue and Expenditures: 2014-2015

Revenues	
Ad Valorum*	\$26,305,000
State Grants	\$46,000
CFD Parcel Tax	\$5,709,620
City Contribution	\$992,553
Fines and Fees	\$940,000
Other	\$315,600
<b>Total</b>	<b>\$34,308,773</b>
Transfer from Reserves	\$4,243,095
<b>Total Available Funds</b>	<b>\$38,551,868</b>

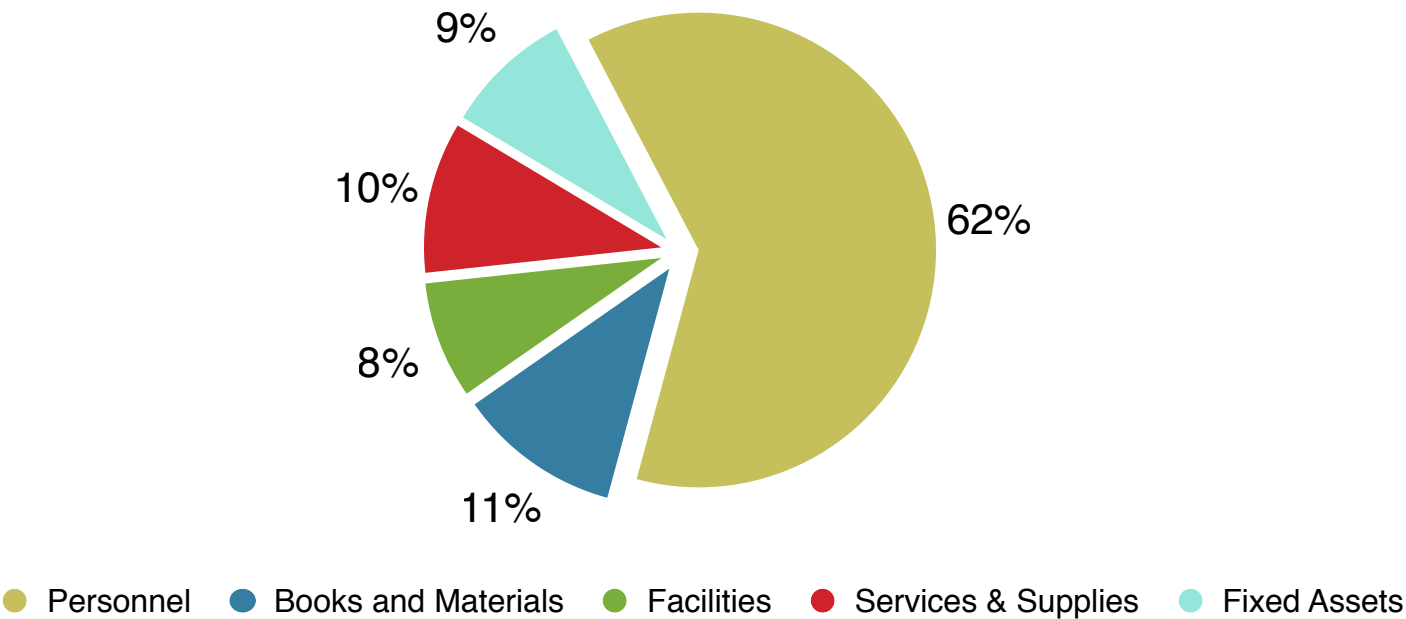
Expenditures	
Personnel	\$23,858,543
Books and Materials	\$4,281,000
Facilities	\$3,074,022
Services & Supplies	\$3,968,678
Total Operating Budget	\$35,182,243
Fixed Assets and Vehicles	\$3,369,625
<b>Total Operating Budget</b>	<b>\$38,551,868</b>

\*Ad Valorum taxes are property taxes based upon assessed value.

Fiscal Year 2014 - 2015 Library Revenue



Fiscal Year 2014-2015 Library Expenditures



**Santa Clara County Library  
INFORMATION SHEET  
FISCAL YEAR 2013-14**

Library	Hours open weekly	Building	Date opened	SQ feet	Volumes in (1) collection	Size of Staff (2)	Annual Circulation (3)	Annual Gate Count	Population	Circulation per capita
Services & Support Center*	8-5 M-F	Owned	11/12/13	28,800	26,457	59.7	6,716			
Book-mobile	34 stops		1953 2012 Vehicle		42,301	3.2	51,902			
Campbell	51	City Owned	2/1975 Remod. 1989	24,000	197,123	21	662,985	277,791	48,814	13.58
Cupertino	66	City Owned	10/30/04	54,000	368,361	39.4	2,571,352	879,453	63,601	40.43
Gilroy	46	City Owned	2/16/10	53,000	186,151	20.6	616,721	296,810	59,158	10.42
Los Altos	66	City Owned	5/3/64 Remod. 1993	28,050	253,758	28.8	1,163,122	461,828	42,317	27.49
Woodland	39	City Owned	2/29/76 Remod. 2010	4,600	41,486	4.1	221,486	72,524	included above	Included Above
Milpitas	54	City Owned	1/ 5/09	60,000	318,828	31.1	1,791,317	556,681	68,204	26.26
Morgan Hill	51**	City Owned	7/21/07	28,000	192,129	20	785,667	305,204	47,662	16.48
Saratoga	52	City Owned	2/1/78 Remod. 2003	48,500	283,054	23.6	1,200,607	403,086	35,701	33.63
Virtual Library	168						276,943			
Total					1,909,628	251.5	9,351,225	3,253,377	418,823	22.33

1. Collection figures as of 7/1/2014 2. Staff size includes all FY 2014-15 funded positions including those funded by cities

3. Circulation for FY 2013-14

4. Total population figure includes 53,366 persons in the unincorporated areas who are not assigned to a particular community library.

\* Support & Service Center includes administration, business office, materials handling (20 FTE), public services, literacy (9.1 FTE), technical services and systems, electronic resources (30.6 FTE)

\*\* Morgan Hill hours include 3 "Lobby Only" hours.

Registered Borrowers in Service Area 224,679 (7/1/14) (191,821 are District Residents)

# Los Altos Library Funding

The majority of Los Altos Library funding comes from three public sources and two private sources. The public sources are the County Ad Valorem property tax, the Community Facilities District parcel tax and the North County Library Authority parcel tax. The private sources are The Friends of the Los Altos Library and the Los Altos Library Endowment. Each of these sources is distributed in its own unique fashion.

**The COUNTY AD VALOREM PROPERTY TAX**, along with income from fines, fees and other sources, is used to support the entire system. This includes the services provided by the central offices, the purchase of books and materials and supporting the salaries and benefits for personnel to keep the libraries open at least 30 hours per week. In the case of Los Altos this is 50 hours due to Woodland Library. For Los Altos this amount is \$1,595,425. If the income exceeds the amount necessary for these costs, the remainder is distributed to individual libraries, to cover additional personnel costs, by “formula”. The budget for 2014-2015 shows the ad valorem tax and other income to be \$27,606,000. The so called “remainder” was \$2,421,445. Los Altos would receive 16.46% of this or \$398,643.

When the budget is established a certain amount of ad valorem property tax is set aside for the libraries to purchase books and materials. This amount is distributed to individual libraries by formula. For 2014-2015 the amount was \$2,956,076. Los Altos share (16.46%) is \$486,661.

**The COMMUNITY FACILITIES DISTRICT TAX (CFD)** is a parcel tax on properties within the County Library District. Some of these properties are within the cities which form the Joint Powers Agreement and some are in unincorporated areas. The 2014-2015 Budget shows the total CFD tax collected to be \$5,709,620 of which \$1,240,256 is “unassigned” or collected from properties in unincorporated areas. Revenue collected from the CFD tax is distributed in the following fashion. Those monies which are collected from properties within incorporated areas are all returned to that area library. Those monies collected from unincorporated areas are distributed to the individual libraries based upon the “formula”. For Los Altos \$494,409 was returned directly and \$140,128 by formula (16.46% of amount collected from unincorporated areas). Of the CFD tax funds about 80% are devoted to salaries, 20% to purchase books and materials.

**The NORTH COUNTY LIBRARY AUTHORITY** parcel tax funds, collected on parcels in the cities of Los Altos and Los Altos Hills, are designated to be spent to maintain library hours, purchase books and materials, support library programs and for general purposes. It is estimated that there are 13,525 parcels in the Los Altos/Hills service area. Each parcel is assessed \$76.00 per year. The budget for NCLA estimates \$1,026,000 to be the yearly income from the parcel tax. NCLA expenditures are driven by an annually adopted budget that is coordinated with County Library staff. On a semi-annual basis it is billed for actual hours worked by staff in the Los Altos library and provided cost details. The NCLA supports keeping the Main Library open an additional 12 hours per week and Woodland Library an additional 19 hours. This amounts to roughly \$500,000 per year. Because the income is fixed for a 20 year period the revenue will exceed expenditures during the first years of the period. The excess will be used to maintain its contribution even in the face of inflation.

**The FRIENDS OF THE LOS ALTOS LIBRARY** contributes roughly \$100,000 to the library to support the purchase of books and materials and to support library programs. It works with the community librarian to determine library needs.

**The LOS ALTOS LIBRARY ENDOWMENT** funds library programs, purchases books and materials and provides a source of money for special projects.

## 2014-2015 BUDGET FOR LOS ALTOS/WOODLAND LIBRARIES

### Salaries and Benefits for 28.8 Full Time Equivalents

By Platform	Remainder by Formula	100% CFD Return	Unincorporated CFD by Formula	NCLA	Total
\$1,595,425	\$398,643	\$395,528	\$110,814	\$513,142	\$3,013,552

By Formula	100% CFD Return	Unincorporated CFD by Formula	NCLA	Total
\$486,661	\$98,882	\$29,314	\$25,000	\$639,857

### Books and Materials

## FUNDING OF HOURS LOS ALTOS MAIN LIBRARY

10 AM    11 AM    12 PM    1 PM    2 PM    3 PM    4 PM    5 PM    6 PM    7 PM    8 PM    9 PM

Sun												
Mon												
Tue												
Wed												
Thur												
Fri												
Sat												

Hours paid by NCLA 12		Hours paid by SCCL 54	
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## FUNDING OF HOURS WOODLAND LIBRARY

10 AM    11 AM    12 PM    1 PM    2 PM    3 PM    4 PM    5 PM    6 PM    7 PM    8 PM    9 PM

Sun												
Mon												
Tue												
Wed												
Thur												
Fri												
Sat												

Hours paid by NCLA 19		Hours paid by SCCL 20	
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**STAFFING FOR LOS ALTOS  
AND  
WOODLAND  
2014 -2015**

<u>Budgeted Staffing (per JPA Budget)</u>		
Los Altos		28.8 FTE
Woodland		4.1 FTE
<b>Total</b>		<b>32.9 FTE</b>
<u>Staffing Distribution</u>		
<b>Classification</b>	<b>Location</b>	<b>FTE</b>
Community Librarian	LA	1
Supervising Librarian – Adult & Teen	LA	1
Librarian – Adult & Teen	LA	4
Librarian – Adult & Teen	WO	0.5
Supervising Librarian – Childrens	LA	1
Librarian – Childrens	LA	3
Librarian – Childrens	WO	0.5
Library Circulation Supervisor	LA	1
Sr Library Clerk	LA	2
Sr Library Clerk	WO	1
Library Clerk II	LA	5
Library Clerk II	WO	1
Library Page	LA	4
Library Page	WO	0.5
Janitor	LA	1
Janitor	WO	0.5
Extra Help Library Page	Shared	3
Extra Help Librarian	Shared	0.75
Extra hours for part time Library Pages	Shared	1
Extra hours for part time Library Clerks	Shared	0.375
Extra hours for part time Librarians	Shared	0.75
<b>Total</b>		<b>32.875</b>
Woodland Subtotal		4
Los Altos Subtotal		23
Shared Subtotal		5.875
<b>Total</b>		<b>32.875</b>

## **Commission Calendar**

### **Los Altos City Council**

Regular meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month in the City Council Chambers at 7:00 p.m. Council Members: Jeannie Bruins (2016), Val Carpenter (2014), Jarrett Fishpaw (2014), Jan Pepper (2016), Megan Satterlee (2016).

### **Los Altos Hills City Council**

Regular meetings are the 3<sup>rd</sup> Thursday of the month at 7:00 p.m. in the Town Hall Council Chambers. Council Members: Courtenay Corrigan (2016), John Harpootlian (2016), Rich Larsen (2016), John Radford (2014), Gary Waldeck (2014).

### **Library Commission**

Regular meetings are the first Tuesday of each month. Meetings are held in the Library Community Room. Special meetings are called as needed.

### **The North County Library Authority**

Regular Meetings. The NCLA shall conduct its regular meetings at the time and place noted on the agenda. The regular meetings are scheduled for the 3<sup>rd</sup> Tuesday in January and May.

A special meeting may be called at any time by the President, or by three Commissioners notifying the staff liaison independently. Notice of the meeting must be given in accordance with law.

### **Joint Powers Authority**

The Santa Clara County Library Joint Powers Authority (JPA) Board meets minimally four times each year in the months of January, April, June and October. All meetings are held on the fourth Thursday of the month at 1:30 p.m., Library Administrative Offices, 14600 Winchester Blvd., Los Gatos, CA 95032, with the exception of June. The June JPA meeting is customarily set at the first Thursday of the month.

### **Los Altos Library Endowment**

For information see the web site : [www.lalendow.org/](http://www.lalendow.org/)

### **Commissioners and Friends Forum.**

Each year, usually in February, the County Library System hold a meeting for Commissioners and leaders of the Friends of the Libraries. There is a Keynote speaker and several special breakout sessions which cover topics such as how the library is funded, e-books and other topics of interest. The meeting is held in the County Library Administrative Office.

### **California Association of Library Trustees And Commissioners. (CALTAC)**

CALTAC is a state wide organization whose members are current and past members of library commissions or boards of trustees. They hold yearly workshops in both Northern and Southern California. Membership is \$25 which entitles the member to a discount on fees for the workshops. These workshops are usually held in February. In November 2012, the CALTAC Board voted to rename the organization California Public Library Advocates (CPLA)

## **APPENDIX A**

### **LEASE AGREEMENT BETWEEN CITY OF LOS ALTOS AND THE COUNTY OF SANTA CLARA**

The County of Santa Clara and the City of Los Altos entered into a lease of the library building commencing August 1, 1992. At that time the library building was expanded from 14,000 to approximately 29,000 square feet. Upon completion of the expansion the rent was to increase from \$2,040 to \$8,000 per year. The term of the lease was 20 years and it was renewed in 2012. As a separate item the "Public Service Agency" (which is the Joint Powers Authority) requested a fund transfer of \$226,000 to the City of Los Altos representing the County's commitment to the library expansion project.

#### **BRIEF SUMMARY OF AGREEMENT**

1. Lease includes the library building, parking spaces (95), landscaping, sidewalks, lighting and other areas.
2. The term of the lease is 20 years with the lessee having the option of extending the term for and additional 20 years by giving written notice to lessor not later than one year prior to the expiration of the term.
3. The rent, due on the anniversary of the lease, is \$8000, \$4000 of which shall be placed in a reserve for capital improvements.
4. The lessee shall provide and pay for all utility services furnished to the building, including, but not limited to, gas, electric, water and garbage services. The lessor shall provide and pay for the gas, electrical and water services to the parking lot, sidewalks, lighting and landscaping.
5. Lessee shall provide its own janitorial services and supplies
6. Lessee shall maintain the exterior and interior of the building in good order and condition, including, but not limited to, the paint, plumbing, HVAC, roof, floor coverings and windows. Lessee shall be responsible for any destruction of the premises caused by Lessee's employees, agents or invitees. Reasonable wear and tear shall be expected. Lessor shall maintain the parking lot and lights, sidewalks and landscaping.